Project Manager(Quote Ref: ARJ-PM)

**Company overview:**

Formed in 1991 in Stevenage, ARJ Construction is an established Main Contractor who have a reputation for delivering excellence and expertise over an established client base throughout the South East. Our key sectors include education, healthcare, commercial, heritage and residential; often working within ‘live’ operational environments. Typical project values range from £500K to £25 million, contributing to an expected turnover of £80 million within this financial year.

Our success has been based around building and maintaining strong client relationships, with a focus on partnering and collaboration. As a result, approximately 70% of our business is with repeat clients or consultant teams.

**Overview:**

We are always keen to speak with strong Project Managers who would be based onsite at one of our live projects across the London/Hertfordshire/Bedfordshire region. Our Project Managers are ultimately responsible for project planning, cost management, time management, quality management, overseeing contract administration and safety management reporting into one of our Operations Managers.

**Duties include:**

* To identify the resources and requirements needed to complete the project
* To produce a budget for each project
* To plan how to achieve each project to the client’s specification on time and within budget
* To identify any element of the project design likely to give rise to disputes or claims
* To address such issues before they develop and to report such to the Directors
* To identify and secure appropriate sub-contractors for the job
* To plan the work to be done in a practical manner to enable completion of the works incurring as little time and costs as possible without compromising quality or safety
* To make revisions to the work plan when need arises
* To ensure the site is properly assessed and monitored for health and safety purposes
* To ensure all site staff are given a health and safety induction before they start work
* To ensure all site staff work according to the Company’s health and safety rules at all time, including the use of personal protective equipment as recommended by the Company’s Health and Safety Manager
* To keep appraised of and follow all health and safety information issued by the Company’s Health and Safety Department
* To carry out regular health and safety checks
* To report any accidents to the Health and Safety Manager
* To monitor and manage the budget, tracking expenses and minimising exposure and risk each project
* To oversee the delivery of all materials, ensuring the correct materials have been supplied in the correct quantities
* To ensure such materials are stored securely and correctly at all times
* To communicate clearly any alterations or instructions to interested parties
* To monitor the work being done to ensure it is completed to the standards required by the Company within the time and budgets allotted
* To liaise closely with all interested parties in the project, including engineers, surveyors, planners, etc
* To ensure that the building work meets with appropriate building regulations
* To notify the Operations Manager and Directors of any issues of concern or likely increased costs or delays at the earliest opportunity.
* To ensure the site is kept secure at all times and to ensure that access cannot be gained by non-site staff without close supervision
* To ensure that all waste is recycled wherever possible
* Any waste that is not recyclable must be disposed of in an appropriate manner
* The role is site based and therefore the location of the Project Manager’s work will be in accordance with the business requirements
* Project Managers may be required to work evenings and weekends to enable deadlines to be achieved

**Common Duties**

* To be fully conversant with the Company’s Health and Safety Policy and Security Procedures
* To adhere to these polices and to take reasonable care of their own safety and the safety of others who may be affected by their activities
* To carry out any other reasonable duties as requested by the Operations Manager
* To inform the Operations Management team of anything that will affect the business in a positive or negative way
* To minimise costs at all times without detriment to the business
* To attend all relevant meetings
* To maintain vigilance regarding possible fraud, theft and potential security risks
* To represent the Company to highest of standards, ensure that every individual is treated courteously

**Package:**

ARJ Construction recognise and appreciate the hard work and commitment of our staff. Accordingly, the successful candidate will enjoy a competitive salary, based on experience. In addition, we offer:

* 21 days annual holiday, plus 3 days over Christmas and all statutory holidays
* Auto-enroled pension scheme
* Free daily parking at our Head Office
* Laptop, car/car allowance and mobile telephone

**To apply:**

Please email your updated CV to our in-house recruiter at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk), including details of your interest and suitability for this position. Please quote Ref: **ARJ-PM** on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

**We aim to reply to all applicants within 5 days of your application.**

**ARJ Construction Ltd are an equal opportunities employer.**

**Strictly No Agencies without express invitation - we have a PSL in place that is not up for review until December 2018.**